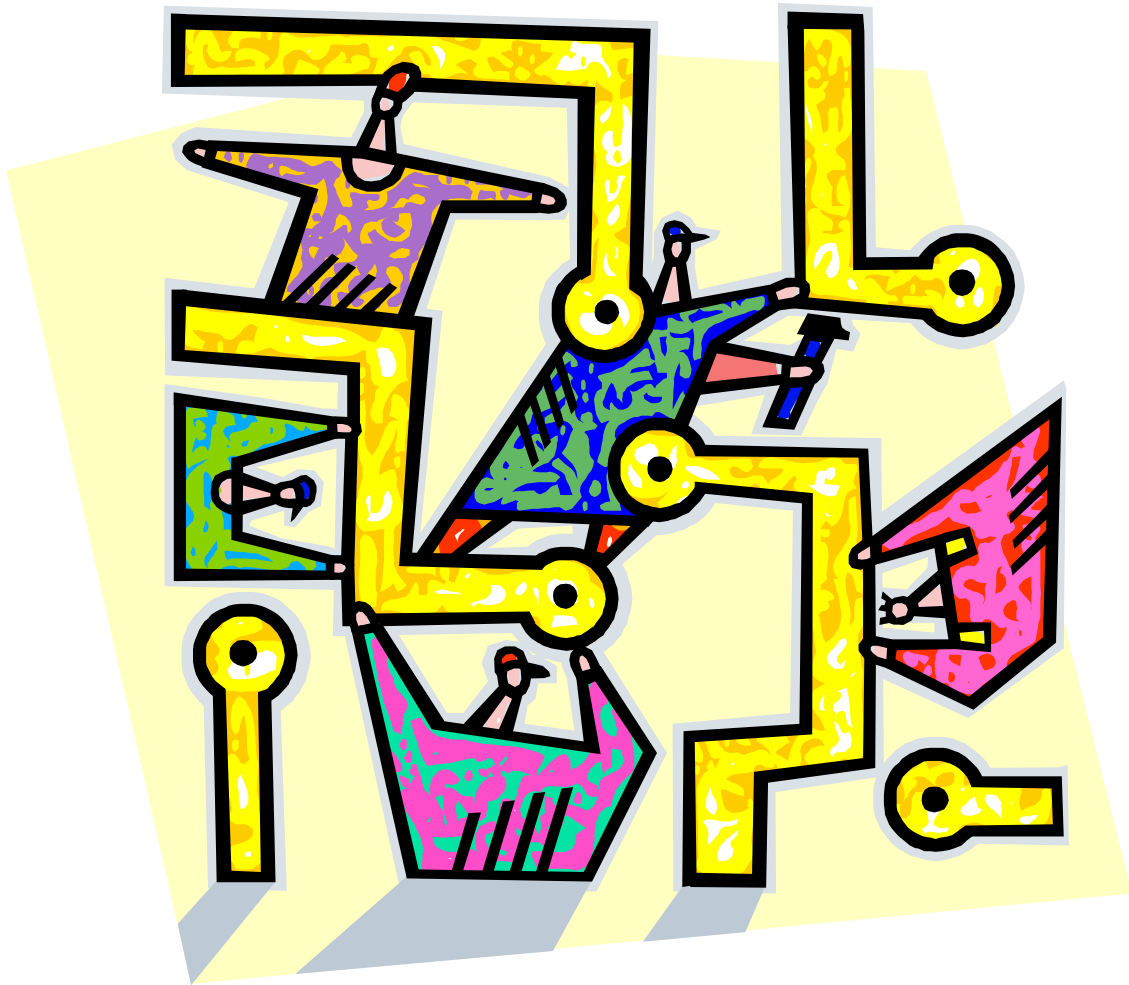


<Name of Project>

Charter



Document Revision History

Version Number	Date	Description

Project Statement

A quick overview of the project in 15-20 words.

Business Drivers/Background

Reasons for recommending the project, including background information, business problem, etc.

Vision

The idealistic view of what business will be like after the project is completed.

Goal Statement

A high-level statement that provides the overall context for what the project is trying to accomplish

Objectives

Specific, measurable, attainable, realistic, time-bound, concrete objectives for achieving the goal

Scope

What will and will not be delivered as part of this project.

In Scope:

- ..
- ..
- ..

Out of Scope:

- ..
- ..
- ..

Schedule

Project start and end dates, milestones and/or phases)

Project start date:

Phase I

Milestone-
Milestone-
Milestone-

Phase II
Milestone-
Milestone-
Milestone-

Phase III, etc.

Project end date:

Cost Projection

The total estimated cost of the project.

	Development Costs	Maintenance Costs
Phase I		
Hardware		
Software		
Labor and Benefits		
Admin		
Training		
Other		
Subtotal Phase I		
Phase II		
Hardware		
Software		
Labor and Benefits		
Admin		
Training		
Other		
Subtotal Phase II		

High Level Deliverables

The tangible, verifiable outcomes of work that satisfy the project objectives

Deliverable	Description

Project Organization

Roles & Responsibilities

Roles and responsibilities assigned to each individual or group resource to the project.

Project Sponsor: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Project Manager: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Primary Customer Representative: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Customers: *Names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Technical Team: *Member names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Executive Team: *Member names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Programmer: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Governances

Describes the oversight committees, jurisdictional management groups and any other required approvals

Team Composition

Org chart or matrix identifying all human resources allocated to the project, their reporting relationships and % of time allocated to the project

Approach

Description of how the project will accomplish its goals

Assumptions and Constraints

Assumptions:

The events that need to occur for the project to be successful but are outside the total control of the team)

- ..
- ..
- ..

Constraints:

Limitations generally outside the control of the project which may negatively impact the project scope

- ..
- ..
- ..

Performance Measures/Outcomes

Predetermined methods for assessing whether the project has achieved its goals

Acceptance

Unanimous approval by Key Stakeholders for the final charter document.

We, the undersigned project members, have reviewed this document and approve its contents:

Name and Title	Signature	Date